

## University of Minnesota Police Department Firearms Range Use Agreement Checklist

***IMPORTANT: Please review all Current Range Rules and rates before filling out the Use Agreement.***

- ❑ Write legal name of agency or group in the first paragraph.
- ❑ The contract length (item number 2) may not run past December 31<sup>st</sup> of the current year.
- ❑ A certificate of insurance must be attached to the completed Use Agreement. Please refer to number 7 for details.
- ❑ The certificate of insurance must name Regents of the University of Minnesota as an additional insured. Please refer to the example certificate of insurance for detail.
- ❑ The agency/group's authorized representative must sign the Use Agreement in the appropriate location. This signature block must also include the printed name, title, and date signed.
- ❑ If the agency/group has reserved dates, please include the Range Reservation paperwork with the Use Agreement.

Please contact Shannon McGoffin at 612 626-5304 or at [mcgof002@umn.edu](mailto:mcgof002@umn.edu) with questions regarding Range scheduling or paperwork.

UNIVERSITY OF MINNESOTA  
UNIVERSITY POLICE DEPARTMENT FIREARMS RANGE USE AGREEMENT  
(Law Enforcement Agencies)

This Use Agreement, by and between the Regents of the University of Minnesota, through the University of Minnesota Police Department ("University") and \_\_\_\_\_ ("Agency"), provides for Agency to use University's firing range ("Range"), located at the University of Minnesota Rosemount Research and Outreach Center, at 2142 158th Street East, Rosemount, Minnesota 55086 for authorized firearms training activities subject to the terms and conditions outlined below.

1. Agency refers to any public law enforcement agency that wishes to conduct firearms training activities at the Range. Use of the Range is authorized for and limited to P.O.S.T. Board licensed officers of Agency. No unauthorized persons will be allowed to use the Range.
2. The term of this Use Agreement shall be from \_\_\_\_\_ to \_\_\_\_\_. The University shall have the right to terminate this Use Agreement at any time upon written notice to Agency.
3. Agency agrees to pay the University of Minnesota Police Department a fee based on the current fee schedule.
4. The time, date, and duration of Agency's use of the Range will be scheduled and approved by the Range Safety Officer or University of Minnesota Police Training Manager.
5. Agency shall at all times adhere to the rules and regulations of the Range and the University, as applicable, and is subject to the guidance and authority of the Range Safety Officer, or his/her designee.
6. Agency agrees to defend, indemnify, and hold harmless University, its officers, employees, representatives, and agents from and against all claims for bodily or personal injury or property damage resulting from Agency's use of the Range and its performance under this Use Agreement.
7. Agency agrees to provide a Certificate of Insurance evidencing coverage for general liability insurance, auto liability insurance, and workers compensation insurance, covering all Agency personnel, in minimum statutory limits, including contractual liability specifically covering Agency's obligations under the above HOLD HARMLESS and INDEMNIFICATION AGREEMENT, prior to its use of the Range. Such Certificate of Insurance shall name Regents of the University of Minnesota as additional insured.

UNIVERSITY OF MINNESOTA

AGENCY

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_